

CHAPTER 8.000

ADMINISTRATIVE PROCEDURES

This chapter establishes certain criteria which must be met to allow a systematic approach to a comprehensive review process. In addition to the information below, it is the developer's responsibility to provide all necessary information to allow reviewing agencies to adequately determine if all requirements of pertinent ordinances and provisions of this manual have been met.

The information in this chapter includes:

8.000	Optional Pre-Submission Requirements for Preliminary Subdivision, Site Plan and Certain Construction Plans and Profiles Applications
8.100	Details of Plat and Plan Requirements
8.101	General
8.102	Preliminary Plat of Subdivision
8.103	Plats for Subdivision and Other Miscellaneous Plats
8.103.1	Record Plat
8.103.2	Boundary Line Adjustment
8.103.3	Preliminary/Record Subdivision
8.103.4	Family Subdivision
8.103.5	Subdivision Waiver/Low Density Waiver
8.103.6	Easement and Vacation Plats
8.103.7	Dedication Plat
8.103.8	AR-1 and AR-2 Division Plats
8.104	Floodplain Study
8.105	Floodplain Alteration
8.106	Construction Plans and Profiles
8.107	Site Plans
8.108	Record Drawings
8.109	Plat and Plan Revisions
8.110	Site Plan Amendments
8.111	Grading Permit Application
8.200	Requirements for Start of Any Construction
8.300	Bonding Policy
8.301	Bond Submission Requirements
8.302	Term of Performance Agreement
8.303	Acceptable Forms of Surety or Security
8.304	Bond Estimate
8.305	Bond Procedures and Requirements
8.400	Certificate of Occupancy or Use
8.500	Inspections

8.100 DETAILS OF PLAT AND PLAN REQUIREMENTS

The information contained in the following subsections is required to be included on plats and plans reviewed by the Department of Building and Development.

8.101 GENERAL

The information in this section gives an explanation of standard plat and plan requirements. See the specific requirements of each plat or plan for the requirements of each document.

8.102 PRELIMINARY PLAT OF SUBDIVISION

The purpose of the preliminary plat of subdivision is to conceptually show the probable lot layout and location of streets and other necessary infrastructure to demonstrate geometric locations of all lots and improvements of such proposed subdivision.

A. 41. Chesapeake Bay Preservation Ordinance information: Where required by Chapter 1222 of the Codified Ordinances of Loudoun County, an approved RPA delineation (including the location of certain features of the RPA (the Ordinary High Water Mark (OHWM) of perennial water bodies, wetlands contiguous and connected by surface flow to perennial water bodies, where applicable, and the Buffer Area)) or where an RPA delineation is not required by Chapter 1222, the RPA as identified on the adopted Loudoun County Chesapeake Bay Preservation Area Map; the location of certain features of the RPA (the Ordinary High Water Mark (OHWM) of perennial water bodies, connected wetlands, where applicable, and the Buffer Area); and any and all notes required by Chapter 1222.

B. Items to Accompany Preliminary Plat of Subdivision

The following items shall accompany the submission of a preliminary plat of subdivision:

1. For any subdivision to be served in accordance with the requirements of the LSDO section relating to on site sewage disposal systems, written approval of the proposed locations of sewage disposal systems shall be obtained from the Health Director or his designee and submitted with the preliminary plan. For any subdivision proposed to be served by on site wells, the developer shall submit with the preliminary plan written verification from the Health Director, or his designee, that the Hydrogeologic Report has been reviewed and approved in accordance with Chapter 6 of this manual.
2. Fee check.

3. Land Development Application Form.
4. A Phase 1A Reconnaissance-Level Archaeological Survey prepared in accordance with the standards set forth in this Manual.
5. Documentation of the submission of an application for, or the submission of a private, Preliminary Soils Review in accordance with Chapter 6 of this manual.
6. A letter from the Virginia Department of Conservation and Recreation, Division of Natural Heritage identifying occurrences of natural heritage resources on the property such as the habitat of rare, threatened, or endangered plant and animal species, unique or exemplary natural communities, and significant geologic formations. If an endangered and threatened species survey has been completed for the property, a copy of the report shall also be submitted.
7. For any preliminary subdivision application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
8. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.103 PLATS FOR SUBDIVISION AND OTHER MISCELLANEOUS PLATS

- A. The plats shall be prepared by a professional surveyor or engineer. These plats shall contain the data listed below, legibly drawn, on sheets 18 inches by 24 inches in size, with appropriate matchlines (if necessary). The following shall be included for each plat as appropriate:
 39. Within the LOD, include all plat notes required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
 40. Chesapeake Bay Preservation Ordinance information: Where required by Chapter 1222 of the Codified Ordinances of Loudoun County, an approved RPA delineation (including the location of the Ordinary High Water Mark (OHWM) of perennial water bodies, wetlands contiguous and connected by surface flow to perennial water bodies, where applicable, and the Buffer Area) or where an RPA delineation is not required by Chapter 1222, the RPA as identified on the adopted Loudoun County Chesapeake Bay Preservation Area Map and any and all notes required by Chapter 1222. The RPA delineation shall be shown with bearings and distances.
- B. 5. Documentation, plans and studies required by Chapter 1222 of the Codified

Ordinances of Loudoun County.

8.103.2 BOUNDARY LINE ADJUSTMENT

A. 7. The Resource Protection Area as depicted on the adopted Chesapeake Bay Preservation Area Map. The RPA delineation shall be shown with bearings and distances.

8.103.3 PRELIMINARY/RECORD SUBDIVISION

In accordance with LSDO, Chapter 1243, a preliminary/record plat shall contain all required detail as specified for both a preliminary plat of subdivision and a record plat.

- A. The preliminary/record plat, which is intended to be recorded in the land records of Loudoun County, shall include those plat requirements of Section 8.103, and shall include the following:
 - 1. The title "Preliminary/Record Plat".
- B. On separate sheets, for informational purposes only and not for recordation, the applicant shall submit the appropriate required information for a preliminary plat of subdivision as required by Section 8.102.
- C. For any preliminary/record subdivision application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).

8.103.4 FAMILY SUBDIVISION

B. Documents to Accompany Family Subdivisions

- 1. A copy of the deed(s) of conveyance and an affidavit certifying the division is being made for the purpose of a family subdivision under the Land Subdivision and Development Ordinance.
- 2. An executed and notarized Affidavit of Family Subdivision shall accompany each deed.
- 3. A copy of the recorded Deed or other document of title which establishes that the current owner of record has held fee simple title to the property for more than one (1) year.
- 4. On a separate sheet for informational purposes only and not for recordation, topographic information at 5 foot intervals with the proposed development layout, including proposed driveway locations, site entrances, opposing entrances, and median breaks on adjacent roads. The plan shall also illustrate that adequate sight distance requirements can be achieved where on-site roads/easements will intersect existing roads.
- 5. For any family subdivision application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).

Ordinance (proposed as part of DOAM-2009-0002).

6. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.103.5 SUBDIVISION WAIVER/LOW DENSITY WAIVER

B. Documents to Accompany Subdivision Waiver/Low Density Waiver

1. In addition to the document requirements within 8.103, a subdivision low-density waiver shall also include a Deed of Open Space Easement. (Low Density Waiver only).
2. On a separate sheet for informational purposes only and not for recordation, topographic information at 5 foot intervals with the proposed development layout, including proposed driveway locations, site entrances, opposing entrances, and median breaks on adjacent roads. The plan shall also illustrate that adequate sight distance requirements can be achieved where on-site roads/easements will intersect existing roads.
3. For any subdivision waiver/low-density waiver application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
4. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.103.8 AR-1 AND AR-2 DIVISION PLATS

- A. 15. Chesapeake Bay Preservation Ordinance information: Where required by Chapter 1222 of the Codified Ordinances of Loudoun County, an approved RPA delineation (including the location of the Ordinary High Water Mark (OHWM) of perennial water bodies, wetlands contiguous and connected by surface flow to perennial water bodies, where applicable, and the Buffer Area) or where an RPA delineation is not required by Chapter 1222, the RPA as identified on the adopted Loudoun County Chesapeake Bay Preservation Area Map and any and all notes required by Chapter 1222. The RPA delineation shall be shown with bearings and distances.

B. Documents to accompany Division Plats

1. If applicable, an unexecuted copy of the Private Roads Maintenance Agreement with maintenance agreement language per Chapter 1245 of the Land Subdivision

and Development Ordinance where applicable, shall be submitted for review and recommendation concurrent with the associated Division plat.

2. A letter signed by the Health Director evidencing conformance with applicable requirements of the County Health Department.
3. If applicable, an unexecuted Deed of Easement establishing ingress/egress rights, maintenance and construction responsibilities including snow removal.
4. For any Division application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
5. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.106 CONSTRUCTION PLANS AND PROFILES

A. 401. Chesapeake Bay Preservation Ordinance information: Where required by Chapter 1222 of the Codified Ordinances of Loudoun County, an approved RPA delineation (including the location of certain features of the RPA (the Ordinary High Water Mark (OHWM) of perennial water bodies, wetlands contiguous and connected by surface flow to perennial water bodies, where applicable, and the Buffer Area)) or where an RPA delineation is not required by Chapter 1222, the RPA as identified on the adopted Loudoun County Chesapeake Bay Preservation Area Map; the location of certain features of the RPA (the OHWM of perennial water bodies, connected wetlands, where applicable, and the Buffer Area); and any and all notes required by Chapter 1222.

B. Items to Accompany Construction Plans and Profiles

1. Fee check.
2. Land Development Application Form.
3. A Performance Bond estimate, in accordance with Section 8.300 of this manual.
4. A geotechnical study in accordance with the requirements Chapter 6 of this manual.
5. If the construction plans and profiles are being submitted pursuant to Section 1243.10(1) of the Land Subdivision and Development Ordinance, subsequent to the first submission comments on the preliminary plat but prior to approval or conditional approval of the preliminary plat, a copy of such first submission

comments.

6. If not provided with a previous Preliminary Plat of Subdivision: a letter from the Virginia Department of Conservation and Recreation, Division of Natural Heritage identifying occurrences of natural heritage resources on the property such as the habitat of rare, threatened, or endangered plant and animal species, unique or exemplary natural communities, and significant geologic formations; and if an endangered and threatened species survey has been completed for the property, a copy of the report shall also be submitted.
7. For any construction plans and profiles application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
8. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.107 SITE PLANS

A. 2. Construction drawings, notes, and specifications per the requirements of Section 8.106.A, Items 2 thru 38, and Item 41, if applicable, and for improvements substantially in accordance with the approved preliminary subdivision plan, if applicable.

B. Documents to Accompany Site Plans

1. A letter signed by the Health Director evidencing conformance with all applicable requirements of the County Health Department. If public water or public sewerage is to be provided, a letter signed by an authorized official of the appropriate public authority shall be submitted indicating that service(s) can and will be provided. Such letter shall, in addition, state that a performance bond or check adequate to insure the installation of such water and/or sewage facilities in a manner which will satisfy the requirements of the County Health Department, the town, or Authority, as applicable, has been furnished to such public authority.
2. If public improvements required under this ordinance are not completed, a financial guarantee in the form of a cash bond, certified check, or surety performance bond and agreement, as required by Section 8.300 of this Chapter shall be submitted for review. Such guarantee shall be accepted by the Board of Supervisors or designee prior to site plan approval.
3. A geotechnical study in accordance with the requirements of Chapter 6 of this Manual.

4. Prior to site plan approval, if applicable, an unexecuted copy of the deed of dedication or deed of easement, accompanied by a certificate signed by the developer and duly acknowledged before an officer authorized to take acknowledgments of deeds, to the effect that this is a true copy of the proposed deed which will be presented for recordation, unless revisions are required by the Director, in which case such deed will be recorded in the form as approved by the Director or designee. Such deed shall:
 - a. Contain a correct description of the land developed and state that such development is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any.
 - b. Contain language such that, when the deed is recorded, it shall transfer in fee simple to the Board of Supervisors such portion of the premises as is set apart on such site plan for roadways, easements, or other public use and to create a public right-of-passage over the same, with reference to the plat required under Subparagraph 5.
 - c. Contain protective or restrictive covenants, if applicable.
5. A plat of dedication or easement for those areas on the site plan as set apart for roads, easements, or other public use and to create public right-of-passage over the same.
6. A fee check.
7. Land Development Application.
8. If not included in the deed of dedication or deed of easement, a Deed of Release if there is any deed of trust trustee who did not enter into the application or a letter or other documentation from the owner which certifies that there is no deed of trust lien on the property.
9. If not provided with a previous Preliminary Plat of Subdivision or Construction Plan and Profile: a letter from the Virginia Department of Conservation and Recreation, Division of Natural Heritage identifying occurrences of natural heritage resources on the property such as the habitat of rare, threatened, or endangered plant and animal species, unique or exemplary natural communities, and significant geologic formations; and if an endangered and threatened species survey has been completed for the property, a copy of the report shall also be submitted.
10. Prior to site plan approval for developments containing stormwater management retention facilities commonly referred to as wet ponds or lakes, an unexecuted

copy of a Stormwater Maintenance Agreement as defined in Chapter 1096 of the Loudoun County Codified Ordinances to establish the mutual responsibilities of the County and the property owner for maintenance of such facility. Such Agreement shall be in a form acceptable to the County Attorney in consultation with the Department of General Services.

11. For any site plan application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
12. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.109 PLAT AND PLAN REVISIONS

- B. 4. Chesapeake Bay Preservation Ordinance information: Where required by Chapter 1222 of the Codified Ordinances of Loudoun County, an approved RPA delineation (including the location of certain features of the RPA (the Ordinary High Water Mark (OHWM) of perennial water bodies, wetlands contiguous and connected by surface flow to perennial water bodies, where applicable, and the Buffer Area)) or where an RPA delineation is not required by Chapter 1222, the RPA as identified on the adopted Loudoun County Chesapeake Bay Preservation Area Map; the location of certain features of the RPA (the OHWM of perennial water bodies, connected wetlands, where applicable, and the Buffer Area); and any and all notes required by Chapter 1222. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.111 GRADING PERMIT APPLICATION

The following items shall be required as part of the grading permit application:

1. Completed Grading Permit Application Form.
2. Erosion and Sediment Control Plan.
3. Overlot Grading Plan.
4. Erosion and sediment control bond estimate reflecting the quantity of various control devices, unit cost per device and the extended cost of the same.
5. Fee to be determined and paid prior to issuance of permit.

6. Wetlands – per FSM Section 7.500.A.3
7. For any grading permit application within the Limestone Overlay District, any and all documentation and studies required by Section 4-1900 of the Zoning Ordinance (proposed as part of DOAM-2009-0002).
8. Chesapeake Bay Preservation Ordinance information: Where required by Chapter 1222 of the Codified Ordinances of Loudoun County, an approved RPA delineation (including the location of certain features of the RPA (the Ordinary High Water Mark (OHWM) of perennial water bodies, wetlands contiguous and connected by surface flow to perennial water bodies, where applicable, and the Buffer Area)) or where an RPA delineation is not required by Chapter 1222, the RPA as identified on the adopted Loudoun County Chesapeake Bay Preservation Area Map; the location of certain features of the RPA (the OHWM of perennial water bodies, connected wetlands, where applicable, and the Buffer Area); and any and all notes required by Chapter 1222. Documentation, plans and studies required by Chapter 1222 of the Codified Ordinances of Loudoun County.

8.300 BONDING POLICY

- A. 2. Performance bonds shall be required for public and other physical improvements as shown upon approved construction plans and profiles for record plats and as shown on site plans, or the approved construction plans and profiles for site plans, for condominium residential developments. Such improvements shall include, without limitation, road, curb, gutter, sidewalk, trails, storm drainage, traffic signalization and control, and any other site-related improvements required by Loudoun County Ordinances for vehicular ingress and egress, for public access roadways, for structures necessary to insure stability of critical slopes and for stormwater management facilities and shall also include plantings plans required by Chapter 1222 of the Codified Ordinances of Loudoun County. Notwithstanding the foregoing, the Director may waive the requirement for a performance bond for a site plan which does not contain any improvements eligible for public maintenance if the Director determines that the satisfactory completion of construction of improvements shown upon such site plan can be enforced pursuant to ordinances regulating building permits and occupancy permits.

8.305 BOND PROCEDURES AND REQUIREMENTS

- E. 1. j. Certification by an ISA Certified Arborist, or signature of a pProfessional Forester who has at least a Bachelor of Science degree from an accredited School of Forestry, Landscape Architect, or other registered design

professionals experienced in riparian plantings that the approved planting plan has been implemented and has achieved a targeted stocking of 75 percent survival with uniform distribution.